

CHAPTER 605
LICENSE ISSUANCE

761—605.1(321) Scope. This chapter of rules applies to the issuance of all Iowa driver's licenses. Additional information on the issuance of a commercial driver's license or a commercial driver's instruction permit is given in 761—Chapter 607.

This rule is intended to implement Iowa Code section 321.174.

761—605.2(321) Contents of license. In addition to the information specified in Iowa Code subsection 321.189(2), the following information shall be shown on a driver's license.

605.2(1) Address. A business address shall be used only when the licensee does not have an Iowa address and will not be able to establish a residence address in Iowa.

605.2(2) Physical description. The physical description of the licensee on the face of the license shall include:

- a. The licensee's eye color using these abbreviations: Blk-black, Blu-blue, Bro-brown, Gry-gray, Grn-green, Haz-hazel, and Pnk-pink.
- b. The licensee's height in feet and inches.
- c. The licensee's weight to the nearest pound.

This rule is intended to implement Iowa Code section 321.189.

761—605.3(321) License class. The driver's license class shall be coded on the face of the license in the box titled "CLASS", as a single class or a combination of Class M and another class using these codes:

- Class A—commercial driver's license
- Class B—commercial driver's license
- Class C—commercial driver's license
- Class C—noncommercial driver's license
- Class D—noncommercial driver's license, chauffeur
- Class M—noncommercial driver's license, motorcycle

This rule is intended to implement Iowa Code section 321.189.

761—605.4(321) Endorsements. The endorsements shall be coded on the driver's license in the box titled "ENDORSMT".

605.4(1) For a commercial driver's license. The following endorsements may be added to a Class A, B or C commercial driver's license using these letter codes:

- H—Hazardous material
- P—Passenger
- N—Tank
- X—Hazardous material and tank
- T—Double/triple trailers

605.4(2) For a Class D (chauffeur's) license. The following endorsements may be added to a Class D (chauffeur's) license using these number codes:

- 1—Truck-tractor semitrailer combination
- 2—Vehicle with 16,001 pounds gross vehicle weight rating or more. Not valid for truck-tractor semitrailer combination

- 3—Passenger vehicle less than 16—passenger design

This rule is intended to implement Iowa Code section 321.189.

761—605.5(321) Restrictions. Restrictions shall be coded on the face of the driver's license in the box titled "RESTRICTIONS".

605.5(1) *For all licenses.* The following restrictions may apply to any driver's license:

- B—Corrective lenses required
- C—Mechanical aid (as detailed in the restriction supplement)
- D—Prosthetic aid (as detailed in the restriction supplement)
- E—Automatic transmission
- F—Outside mirror
- G—No driving when headlights required
- J—Temporary restricted license or permit (work permit)
- S—SR required (proof of financial responsibility for the future)
- U—Not valid for 2-wheel vehicle
- V—Left and right outside mirrors
- W—Medical report upon renewal
- X—Restriction supplement, with the restriction explained on the reverse side of the license (on digitally issued photo licenses)
- Y—Intermediate license

605.5(2) *For a noncommercial driver's license.* The following restrictions apply only to a non-commercial driver's license:

- Q—No interstate or freeway driving
- R—Maximum speed of 35 mph

605.5(3) *For a commercial driver's license.* The following restrictions apply only to a commercial driver's license:

- K—Commercial driver's license intrastate only
- L—Vehicle without air brakes
- 8—Class B passenger vehicle
- 9—Class C passenger vehicle

605.5(4) *Special licenses.* A numbered restriction will designate a special license using these codes:

- 1—Motorcycle instruction permit
- 2—Noncommercial instruction permit (vehicle less than 16,001 gross vehicle weight rating)
- 3—Commercial instruction permit
- 4—Chauffeur's instruction permit
- 5—Motorized bicycle license
- 6—Minor's restricted license
- 7—Minor's school license

605.5(5) *Restriction supplement.* On a nondigitally issued photo license, there is a box for the restriction supplement on the face of the license. The box is titled "RS". If the box is marked "N", there is no restriction supplement. If a "Y" is entered in the box, a restriction supplement must be carried with the license for the license to be valid. A restriction supplement will contain the following information:

- a. Name of the licensee.
- b. Driver's license number.
- c. Audit number.
- d. Birth date of the licensee.
- e. Statement of the restriction.

605.5(6) Additional information.

a. Hearing impairment. A person with a hearing aid or a noticeable loss of hearing may be restricted to a motor vehicle equipped with a left outside rearview mirror.

b. Reexamination or report. The department may issue a restriction requiring a person to reappear at a specified time for examination. The department may require a medical report to be submitted. The department shall send Form 430029 as a reminder to appear.

c. Loss of consciousness or voluntary control.

(1) If a person is licensed pursuant to 761—subrule 600.4(4), the department shall issue the first license with a restriction supplement reading: “Medical report to be furnished at the end of six months.”

(2) If this medical report shows that the person has been free of episodes of loss of consciousness or voluntary control since the previous medical report and the report recommends licensing, the department shall issue a duplicate license with a restriction reading: “Medical report upon renewal.” At each renewal accompanied by a favorable medical report, the department shall issue a two-year license with the same restriction.

(3) If the latest medical report indicates the person experienced only a single nonrecurring episode, the cause has been identified, and the physician is not treating or has not treated the person for the episode and believes it is unlikely to recur, the department may waive the medical report requirement upon recommendation by the medical advisory board.

d. Financial responsibility. When a person is required under Iowa Code chapter 321A to have future proof of financial responsibility on file, the license restriction will read: “SR required.” The license shall be valid only for the operation of motor vehicles covered by the class of license issued and by the proof of financial responsibility filed.

e. Vision restriction. Restrictions relating to vision are addressed in 761—Chapter 604.

This rule is intended to implement Iowa Code chapter 321A and sections 321.178, 321.180, 321.189, 321.193, 321.194, 321.215, 321J.4, and 321J.20 and 1998 Iowa Acts, chapter 1112, section 5.

761—605.6 Reserved.

761—605.7(321L) Handicapped designation. Rescinded IAB 2/11/98, effective 3/18/98.

761—605.8 Reserved.

761—605.9(321) Fees for driver’s licenses. Fees for driver’s licenses are specified in Iowa Code section 321.191. A license fee may be paid by cash, check or money order. If payment is by check, the following requirements apply:

605.9(1) The check shall be for the exact amount of the fee and shall be payable to: Treasurer, State of Iowa. An exception may be made when a traveler’s check is presented.

605.9(2) One check may be used to pay fees for several persons, such as members of a family or employees of a business firm. One check may pay all fees involved, such as the license fee and the reinstatement fee.

This rule is intended to implement Iowa Code section 321.191.

761—605.10(321) Waiver or refund of license fees—pilot project. This rule establishes the pilot project authorized by 2000 Iowa Acts, House File 2538, section 5.

605.10(1) The department may waive payment of or refund the fee for a renewal or duplicate of a driver's license if:

a. An error occurs during the issuance process and is discovered by the applicant at the time of issuance. However, the fee shall not be waived or refunded if the error is discovered by department staff and is corrected within the 30-minute time period specified in paragraph “c” of this subrule.

b. An error occurs during the issuance process and is discovered during the edit process of updating the driver record, and the error requires the applicant to return to the driver's license station to have the error corrected.

c. The applicant is required to wait more than 30 minutes to renew a license or obtain a duplicate license. This 30-minute time period is determined by using an automated customer numbering system that monitors waiting time.

605.10(2) The department shall not waive payment of or refund a fee if the applicant does not have in the applicant's possession at the time of application the previously issued driver's license.

605.10(3) The department shall not waive payment of or refund fees for any of the following transactions: reinstatements following sanctions, new applications, or applications requiring knowledge or skills testing.

605.10(4) This pilot project is limited to issuance activity at the driver's license stations in Burlington, Iowa, and Davenport, Iowa.

This rule is intended to implement 2000 Iowa Acts, House File 2538, section 5.

761—605.11(321) Duplicate license.

605.11(1) *Lost or destroyed license.* To replace a valid license that is lost or destroyed, the licensee shall submit Form 430052 and proof of age, identity and social security number. The replacement fee is \$3.

605.11(2) *Voluntary replacement.* The department shall issue a duplicate of a valid license to an eligible licensee if the license is surrendered to the department and the \$1 voluntary replacement fee is paid. Voluntary replacement includes but is not limited to:

- a.* Replacement of a damaged license.
- b.* Replacement to change the address on a license.
- c.* Replacement to change the name on a license. The licensee shall submit an affidavit of the name change on Form 430043. The affidavit must be accompanied by one of the following documents:
 - (1) Court-ordered name change. It must contain the full name, date of birth, and court seal.
 - (2) Divorce decree.
 - (3) Marriage license or certificate.
- d.* Replacement to change the sex on a license. The licensee shall submit court documentation of the sex change.
- e.* Issuance of a license without the words “under 21” to a licensee who is 21 years of age or older.
- f.* Issuance of a license without the words “under 18” to a licensee who is 18 years of age or older. (If the licensee is under 21 years of age, the words “under 21” will replace the words “under 18.”)
- g.* Issuance of a noncommercial driver's license to an eligible person who has been disqualified from operating a commercial motor vehicle.
- h.* Replacement of a valid license before its expiration date to obtain a license issued under the new classification system.

This rule is intended to implement Iowa Code sections 321.189, 321.195, and 321.208.

761—605.12 to 605.14 Reserved.

761—605.15(321) License extension.

605.15(1) *Six-month extension.* An Iowa resident may apply for a six-month extension of a license if the resident:

- a. Has a valid license,
- b. Is eligible for further licensing, and
- c. Is temporarily absent from Iowa or is temporarily incapacitated at the time for renewal.

605.15(2) *Procedure.* The licensee shall apply for an extension by submitting Form 430027 to the department. The form may be obtained from and submitted to a driver's license examination station. The licensee may also apply by letter to the address in 761—600.2(17A).

a. A six-month extension shall be added to the expiration date on the license. When the licensee appears to renew the license, the expiration date of the renewed license will be computed from the expiration date of the original license, notwithstanding the extension.

b. The department shall allow only two six-month extensions.

This rule is intended to implement Iowa Code section 321.196.

761—605.16(321) Military extension.

605.16(1) *Form.* A person who qualifies for a military extension of a valid license should request Form 430028 from the department and carry it with the license for verification to peace officers. Form 430028 explains the military extension.

a. A military extension shall apply only to a noncommercial Class C or Class M license, or their equivalents.

b. When the license is renewed, the department may require the person to provide documentation of the military service and of the date of separation from service.

605.16(2) *Record.* A person with a military extension may request that the department retain or reenter the record of license issuance for the duration of the extension. The requesting letter shall be submitted with the required letter from the person's commanding officer to the department at the address in 761—600.2(17A).

605.16(3) *Reinstatement after sanction.* A person with a military extension whose license has been canceled, suspended or revoked shall comply with the requirements of 761—615.40(321) to reinstate the license.

This rule is intended to implement Iowa Code section 321.198.

761—605.17 to 605.19 Reserved.

761—605.20(321) Fee adjustment for upgrading license. The fee for upgrading a license shall be computed on a full-year basis. The fee is charged for each year or part of a year between the date of the change and the expiration date on the license.

605.20(1) The fee to upgrade a license from one class to another is determined by computing the difference between the current license fee and the new license fee as follows:

a. Converting a noncommercial Class C to noncommercial Class D—\$4 per year of new license validity.

b. Adding noncommercial Class D to noncommercial Class M—\$4 per year of new license validity.

c. Adding noncommercial Class M to noncommercial Class C or D—\$1 per year of new license validity.

d. Adding noncommercial Class C to noncommercial Class M—\$1 one-time fee.

605.20(2) The fee to add a privilege to a license is computed per year of new license validity as follows:

Noncommercial Class C

(full privileges from a restricted Class C) \$4 per year

Motorized bicycle \$4 per year

Minor's restricted license \$4 per year

Minor's school license \$4 per year

Instruction permit, noncommercial \$3 per year

Chauffeur's instruction permit \$6 per year

Motorcycle instruction permit \$1 per year

This rule is intended to implement Iowa Code sections 321.189 and 321.191.

761—605.21 to 605.24 Reserved.

761—605.25(321) License renewal.

605.25(1) Except as provided in rule 605.26(321), a licensee who wishes to renew a noncommercial license shall apply at a driver's license examination station and, if required, pass the appropriate examination.

605.25(2) A valid license may be renewed 30 days before the expiration date. If this is impractical, the department for good cause may renew a license earlier, not to exceed one year prior to the expiration date.

605.25(3) A valid license may be renewed within 60 days after the expiration date, unless otherwise specified.

This rule is intended to implement Iowa Code sections 321.186 and 321.196.

761—605.26(321) License renewal by mail.

605.26(1) Scope. This rule applies to the renewal of noncommercial Classes C, CM, D, DM and M licenses. However, this rule does not apply to intermediate licenses, to temporary restricted licenses or to the special licenses and permits listed in 761—subrule 602.1(2).

605.26(2) Applicant eligibility. An applicant who meets the following requirements may apply for renewal without making a personal appearance at a driver's license examination station or completing the vision, knowledge or driving examinations:

a. The applicant is at least 17 years and 11 months but under 65 years of age.

b. The applicant's current license is not restricted to a two-year period due to vision or other physical disabilities.

c. The applicant's current license does not carry a "Y" in the restriction supplement box or any of the following restriction codes: C, D, E, F, G, J, Q, R, S, V, W, X or Y.

d. The applicant has a clear driving record during the four-year period immediately preceding the expiration date of the current license. A clear driving record means the applicant has:

(1) Not been identified as a candidate for license suspension under the habitual violator provisions of rule 761—615.13(321) or the serious violation provisions of rule 761—615.17(321).

(2) No license suspensions, revocations, denials, cancellations, disqualifications or bars.

(3) Not committed an offense which would result in license suspension, revocation, denial, cancellation, disqualification or bar.

(4) No record of an accident for which the applicant was convicted of a moving traffic violation.

e. The applicant's current license was originally issued by a personal appearance at a driver's license examination station.

f. All information on the current license is correct.

g. The applicant has a previously verified social security number on file.

h. The applicant currently possesses a digitally issued photo driver's license.

605.26(3) *Application.*

a. An application for renewal without a personal appearance shall comply with Iowa Code sub-sections 321.182(1), (3) and (4).

b. The application must be sent by first-class mail to the Office of Driver Services, Iowa Department of Transportation, P.O. Box 9174, Des Moines, Iowa 50306-9174.

c. The department shall not process applications received after expiration of the 60-day grace period.

d. Inability of the department to process an application that was timely mailed does not extend the grace period of the current license.

605.26(4) *Payment of fees.* The application shall be accompanied by the license fee(s) specified in Iowa Code section 321.191, plus a \$2 fee to cover handling. The fees are payable by personal check, certified check, cashier's check, or bank or postal money order. The check or money order shall be made payable to: Treasurer, State of Iowa.

605.26(5) *Validation document.* The department shall determine an applicant's eligibility for renewal without a personal appearance. Upon verification and approval, the department shall issue to the applicant a validation document to be carried with the applicant's current license.

This rule is intended to implement Iowa Code sections 321.182 and 321.196.

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CHAPTER 606

Reserved

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